

**AGENDA**  
**PRE-BID CONFERENCE**  
**Locker Room Renovations**  
**Beckley VAMC, Beckley, WV**  
**SOLICITATION: VA246-12-B-1109**  
**PROJECT NO. 517-11-104**  
**April 13, 2012**

I. Introduction: The agenda for this conference is established as follows:

- A. Contracting Specialist's general remarks
- B. Facility Management Service's general remarks
- C. Questions/discussion from the attendees
- D. Walk-through of Construction Area

II. Names of Key Individuals for This Procurement

A. The Contracting Specialist is:

Heather Hampton, Contract Specialist  
VISN 6 CAS (90C)  
VA Medical Center  
1601 Brenner Avenue  
Salisbury NC, 28411  
(704)638-9000 ext.5000  
[Heather.Hampton@va.gov](mailto:Heather.Hampton@va.gov)

AND

Wesley Brown, Contract Specialist  
VISN 6 CAS (90C)  
VA Medical Center  
200 Veterans Avenue  
Beckley, WV 25801  
304-255-2121 Ext. 4136  
[Wesley.Brown2@va.gov](mailto:Wesley.Brown2@va.gov)

B. The Contracting Officer's Representative (COR):

Jason Adkins  
Facility Management Service  
VA Medical Center  
200 Veterans Ave.  
Beckley, WV 25801  
304-255-2121 Ext. 4151  
[Jason.Adkins@va.gov](mailto:Jason.Adkins@va.gov)

III. Milestone Dates for This Procurement:

- A. Date of Issue: April 10, 2012
- B. Pre-bid Conference: April 13, 2012 at 1:00 PM (local time)
- C. Cutoff for Questions – Friday, April 25 , 2012 at 4:30 PM (local time)**
- D. Bid Opening: Friday, May 9, 2012 3:00 pm (local time)

IV. General Comments/Instructions to Bidders:

A. The IFB Package consists of:

- 1. SF 1442
- 2. Bid Items
- 3. List of Drawings
- 4. Information Regarding Bid Material, Bid Guarantee and Bonds
- 5. Representations & Certifications
- 6. Contract Clauses, Provisions, and Specifications
- 7. Drawings

B. When Submitting a Bid:

- 1. Bidder must complete and submit one (1) copy of the Standard Form (SF) 1442 with original signature and one (1) copy of the completed Representations/Certifications prior to the closing date and time.
- 2. Bid must be submitted in one hard copy (paper) format prior to the closing date and time.
- 3. **Ensure DUNS number is entered into Block 14, Name and Address of Offeror, of the SF 1442.** If the bidder does not have a DUNS number, they are to contact Dun and Bradstreet at 1-800-333-0505 or [www.dnb.com](http://www.dnb.com) and obtain a DUNS number.
- 4. Bidder is to affix a price to each Bid Item on the Bid Items sheet. Failure to do so could render the bid as nonresponsive.
- 5. Bidder must submit Safety (OSHA) and Environmental (EPA) Violation information in accordance with amendment A00001.
- 6. Review Page 10 of the IFB, Paragraphs f and g regarding bonding requirements and submission of a Bid Guarantee, as applicable.
- 7. Bidder shall clearly mark in the lower left-hand corner, on the outside of the bid envelope, that it is a sealed bid. Bidder should include the solicitation number, bid opening date and time, and the title.

8. This requirement has been set-aside for Service-Disabled Veteran-Owned Small Businesses (SDVOSB). In order to be eligible to participate, the offeror must be registered and certified as an SDVOSB firm in the Center for Veteran Enterprise database (VetBiz) which can be found at [www.vetbiz.gov](http://www.vetbiz.gov).

V. Procedure for Requesting Clarifications/Information:

- A. Any and all questions must be emailed to Contract Specialist, Heather Hampton at [Heather.Hampton@va.gov](mailto:Heather.Hampton@va.gov) AND Wesley Brown at [Wesley.Brown2@va.gov](mailto:Wesley.Brown2@va.gov). **NO TELEPHONIC QUESTIONS.** The **cutoff date for questions is April 25, 2012 at 4:30 PM (local).** Facility Management Service should not be contacted directly.
- B. The Contracting Officer, via an amendment, will answer any and all technical questions. Any and all amendments will be posted at the Federal Business Opportunities System (FBO) website at <https://www.fbo.gov/>. Bidders are responsible for obtaining any amendments from the website.
- C. An amendment may also be used to communicate other information (for example, updated wage decision, revised clauses, new bid opening date). Bidders are encouraged to check the FBO System routinely to determine if amendments have been issued.
- D. Bidders must acknowledge ALL amendments issued by the VA, by one of the methods shown in Block 11 of the Standard Form (SF) 30.

VI. Additional Visits to the Construction Area:

There are no future scheduled walk-throughs.

VII. Availability of Bid Sets:

- A. The solicitation is available for download at the Federal Business Opportunities System website.

VIII. Prior to Award:

- A. Contractor must submit their VETS 100 reporting information annually. The report must be current in order for award to be made. (See Instructions, Conditions, and Other Statements to Bidders)
- B. Contractor must be registered in the Central Contract Registration database. No award can be made unless the contractor is registered. (See Instructions, Conditions, and Other Statements to Bidders)

IX. After Award

- A. Contractor shall submit a payment bond and performance bond, each 100% of the award amount, within fifteen calendar days of award.
- B. Contractor shall submit documentation of completion of OSHA certified construction safety course by employees (both prime contractor and subcontractor) who will work on the job site.
- C. Contractor shall submit documentation of "competent person's" completion of the 30-hour OSHA certified construction safety course.
- D. Contractor shall submit original Certificate of Liability Insurance prior to any work commencing.
- E. The Department of Veterans Affairs (VA) evaluates contractor past performance on all contracts that exceed \$100,000, and shares those evaluations with other Federal Government contract specialists and procurement officials. Each contractor whose contract award is estimated to exceed \$100,000 is required to register with the past performance system specified by the Contracting Officer.

X. Reminder:

This procurement is 100% set-aside for certified Service-Disabled, Veteran-Owned Small Business (SDVOSB).